

31 August 1973

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Fourth Meeting of the RMO Conference  
Planning Committee

1. Attached is The Agenda.

2. The final proposals of the Committee for the RMO Conference Planning are as follows:

A. Theme: Records Management: One Agency --  
One Philosophy

B. Format:

(1) Directorate sessions -- three, two  
hours each.

(2) Mixed group work sessions on an Agency RM  
Procedural Handbook -- two, two hours each.

(3) Presentations on subjects of general  
interest.

C. (1) Directorate Sessions: The subjects  
to be covered will be determined by the individual directorates.  
Representatives thereof will give a summary on 12 Oct of  
items covered in these sessions.

(2) Mixed Work Groups: The RM Procedural  
Handbook chapters to be tackled and the responsible chair-  
persons will be:

- Duties and Responsibilities of the  
RMO [REDACTED] This will not be a single STAT  
chapter but part of the introduction.  
Each member of the Conference Planning  
Committee will send to Chuch a  
representative sample(s) of RMO duties.
- Records Control Schedules [REDACTED] STAT
- Records Retirement [REDACTED] STAT
- Forms Management [REDACTED] STAT
- Requisitioning of Filing Equipment and  
Supplies (and discussion of a proposed  
revision of the equipment inventory  
form) [REDACTED] STAT
- Vital Records [REDACTED] STAT
- Archives [REDACTED] STAT

ADMINISTRATIVE - INTERNAL USE ONLY

To give the chairperson of each group some personal flexibility, he will select an alternate to aid him. After the names of the conferees have been received the Planning Committee will meet once more to assign workers to units. Announcement of assignments will not be made until the Conference. [ ] will introduce the mixed group work sessions. He will explain the purpose to the Conferees before we break for the first work session.

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(3) Subjects of General Interest:

- Keynote Speaker - Mr. Colby (accepted).  
He will speak to us in the Auditorium (at Hqs) on 9 Oct from 1400 to 1445. The presentation will be filmed (the movie will then be available for the one-day Records Management training courses, Midcareer Course, CT Courses, etc.).

Because of the many levels of management we may be able to reach through this film, it is important that the speech carry a meaningful records management message. Among other things, the talk should relate information processing and records management in the Agency. It should give the rationale for transferring the SAIC from the Office of the Director to the DDM&S -- was this a downgrading of the importance of the RM function? Cover the DCI's philosophy on a one Agency records management program and how it should work. Indicate who sets Agency records management policy on an Agency-wide basis.

- "Opening" Speech - Mr. Brownman (accepted).  
Suggested topics: describe the centralized management program of the Agency and how it relates to records management; Agency policy on a Vital Records Program -- include whether we do or do not have a working relocation site: if we do, where is it? (Note comment under [ ] on this subject.)

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- Historical Staff presentation - Mr. Elder (accepted). Philosophy and theory of historical records. Mr. Elder should also mention how the Historical Staff plans to monitor the maintenance of Agency records and archives.

- SIPS - Oscar is going to ask Mary [ ] to make this presentation. Suggested topics: What is it? How does it affect the Agency as a whole. Data Management Center.

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- Human Behavior in Job Relations - Film. Films on this subject have been screened. As a result the presentation will now be entitled "Job Relations -- Communications Feedback and Job Follow-Through."

- Career Concept for Records Management Officers in the DDO - [ ] (accepted).

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- General talk on Records Management -

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[ ]

- Microfilm Briefing - [ ]  
will cover this subject (see below).

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- State of the Arts - [ ]  
Subjects to be covered:

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a. Start with where last year ended -- At that Conference the statement was made that there was a need to create or formulate a Records System for the Agency. This system was to identify what records management means; set minimum standards for training; develop criteria for selection of personnel; and set objectives and goals for Agency records management. What is the status of this system.

b. The Committee feels that we are lacking Agency-wide central management guidelines in records management. From where should these guidelines come?

c. Full-time Records Management Officers -- emphasize concept.

d. What is the status of the Records Management Board?

e. What are the roles of the members of the Records Administration Branch? In the past we have looked to them for expert help and guidance, specifically, to Rita on all Records Control Schedules; to [ ] on filing equipment; to [ ] on Retention Plans and Archives; etc. Are they still the "specialists" on these subject and are they still available to work with us?

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f. Vital Records Program. Elaborate briefly beyond Mr. Brownman's comments. Status of program. Has responsibility for Vital Records been transferred to National Archives from OEP?

STAT [ ] has sent a memo to Mr. Brownman recommending a change of emphasis in VR from relocation and continuing operations to security of basic documentation in order to reconstitute records in case originals are destroyed. Mr. [ ] hopes to have an answer on this in time for the Conference.

STAT g. Annual Report of Records and Equipment Inventory (and it is annual isn't it?) and sq. ft. of floor space required for equipment. This is confusing, so is form. Please clarify.

h. Classification and Declassification. One problem to be discussed is the enforcement and standardization of classification rules. This is a nebulous area and many offices are doing it differently. Brief statement on status of program and of guidelines. Talk about Staff plans.

STAT i. Microfilm Program in Agency. Statement on Agency-wide micro-publishing program. Mention that [ ] is at the Conference and will be available to discuss the microfilm picture during coffee breaks, in the evenings and in the directorate sessions.

j. Reproduction Equipment. What is the plan for reproduction equipment?

k. Word Processing Equipment. Brief statement on plans and status of guidelines on applications. What is present status of OTR course on operating word processing equipment?

It is planned that [ ] presentation be in two parts.

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D. Miscellaneous:

- Optional tours of the Records Center will be a part of the Conference Program. Each tour will be limited to one-half hour and will take place after the dinner hour.

- Members of the Microfilm Staff have been invited to attend the conference. (How about members of the Microfilm Working Group?)

- Administrative matters of particular concern are included as Attachment B to this memorandum.

3. The Planning Committee will meet once more to assign individuals to the different Mixed Group work sessions. The meeting will be a time and place to be determined later, after the names of conference attendees have been received.

After the Conference, the Pre-Conference Planning Committee will meet as the Post Conference Committee to study the submissions of the Mixed Groups and to work with the SAIC to establish ad hoc units to complete work on the Records Management Procedural Handbook.

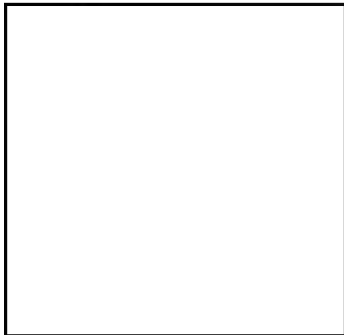


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Attachments:

- A-Agenda
- B-Administrative Matters

Distribution:



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